NEW WINDSOR MIDDLE SCHOOL

NOVEMBER 2014

Mr. Erin M. Brilhart, Principal Mrs. Janel L. Fosnot, Assistant Principal

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Contents

Dates To Remember
School Clubs
School Counselors
Curricular Areas
- Grade 6
- Grade 7
- Grade 8
- Related Arts

Media Center
Health Room
School Information
Home Access Center Directions

The Board of Education of Carroll County does not discriminate on the basis of disability in employment or provision of services, programs or activities. Information concerning the Americans with Disabilities Act is available from the Director of Facilities, 410-751-3177. Persons needing auxiliary aids and services for communication should contact the Office of Community and Media Relations at 410-751-3020 or , or write to Carroll County Public Schools, 125 North Court Street, Westminster, Maryland 21157. Persons who are deaf, hard of hearing, or have a speech disability, use Relay or 7-1-1. Please contact the school system at least one (1) week in advance of the date the special accommodation is needed.

Principal's Message

Dear Parents;

November is a very busy month for New Windsor Middle School. On Tuesday November 5, Report Cards for Marking Period 1 and student diagnostic testing information will be coming home for your review. The student diagnostic testing information includes SRI, STAR Math and Gates-MacGinitie scores that have been conducted this year. This is an outstanding opportunity to learn about your student's progress and workmanship.

Our 6th grade will be attending Outdoor School late in the month of November and early in the month of December.

The Character Education trait for November is Respect, including "Cooperation, Kindness & Courtesy". Students will be recognized for making the effort to exhibit these traits throughout the month.

American Education Week is approaching quickly and we have made some changes to the schedule since the last Newsletter. Please review dates, times and events for American Education Week in the "Dates to Remember" section. Thank you in advance to our parent volunteers for helping during this week.

If you have not heard your student talking about STEM, you will soon. STEM is the integration of Science, Technology, Engineering and Mathematics, and is a conceptual framework for troubleshooting and problem-solving real world scenarios. The focus for STEM activities is to brainstorm ideas and incorporate hands-on learning that focusses more on the process than on the product itself. New Windsor Middle School is focusing on being a "STEM-centric" school and we will be working with students in all grades on meaningful real-world problems that allow students to demonstrate the ability to implement the STEM Standards of Practice.

Mr. Erin M. Brilhart, Principal

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DATES TO REMEMBER

NOVEMBER

4	Schools Closed – General Election
5	Report Cards Distributed
6	Picture Day make ups
7	School Dance – 3:05-5:00PM
11	Grade 8 Career Day
12	Grade 8 visit to CCCTC
17-21	Outdoor School – Week One
18	Reptile World – Grade 7
20	**Parent Conferences 4:30 - 7:30PM** **If you are interested in meeting with one of your student's teachers, please call the office to schedule an appointment.**
17-21	American Education Week
26	2 hour 45 minute early dismissal- Dismissal is at 12:15
27 - 28	Schools Closed - Thanksgiving Holiday

DECEMBER

1-5	Outdoor School – Week Two
15	Instrumental Music Concert – 7:00 – 8:00
24-31	Schools Closed (winter Holiday)

November 17 – 21 is American Education Week. You are welcome to visit classes and observe your student as well as have lunch in our cafeteria with your student. Please review the week's events to arrange the appropriate time for your visit.

Monday, November 17 – 6th Grade Visitation Day
Wednesday, November 19 – 7th Grade Visitation Day
Thursday, November 20 – 8th Grade Visitation Day

Visitation Schedules:

Grade	Lunch	Academic Class Times	Related Arts Times
6th	11:25 – 11:55	9:00 – 11:25 & 11:55 – 1:25	1:25 – 2:55
7th	12:50 – 1:20	9:00 – 11:20 & 1:20 – 3:00	11:20 – 12:50
8th	12:00 – 12:30	10:30 – 12:00 & 12:30 – 3:00	9:00 – 10:30

Please remember the purpose for American Education Week is for parents to observe their student in the classroom setting. Chairs will be setup in designated areas of classrooms for parents to sit and observe and not interact with students. Please keep in mind teachers will be working with our students and will not be able to conference during visitation days.

ALL parent visitors must present a valid government issued ID to receive a visitor's badge.

Thank you and I hope to see you during American Education Week.

FROM THE SCHOOL COUNSELORS

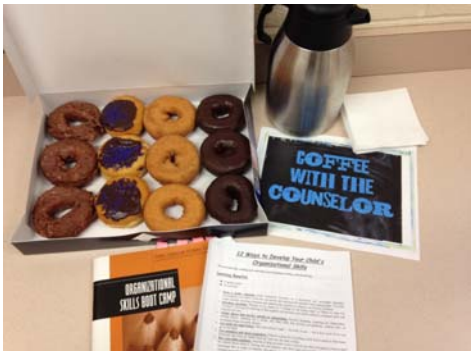
Peer Mediation
Trained students are now available to assist other students who are experiencing minor social conflicts, under the direction of the school counselors. 6th, 7th, and 8th grade students may ask to take part in peer mediation, or may be referred to mediation by teachers, school counselors, or administrators.

Counseling Focus
Mrs. Wallach and Mrs. Hiner will be helping students learn about the resources available here at school. This includes Student Concern Boxes located throughout the school that allow students to share anonymous concerns about issues such as drug and alcohol use, bullying, self-injury, and more. While students are always encouraged to speak with an adult about these issues, we hope that more students in need will be reached as a result of our Student Concern Boxes.

Veterans Day
The faculty and students of New Windsor Middle School invite you to our Veterans Day Celebration honoring all who have served. This event will take place on Tuesday, November 11th. There will be 3 celebrations, one for each of our grades:
9:00-9:50 6th Grade
10:00-10:50 7th Grade
11:00-11:50 8th Grade
We invite our families and local veterans to attend any or all of our celebrations. There will be light refreshments available in between each event. Veterans and other guests should arrive and check in with the Main Office 10-15 minutes prior to the start of the celebration they choose to attend. If you plan to attend, please **RSVP** to Mrs. Hiner by calling 410-751-3355 or emailing rlhiner@carrollk12.org by Friday, November 7th.

Field Trip to Carroll County Career and Technology School
On the morning of Wednesday, November 12th, our 8th grade students will be visiting the CCCTC to explore programs available in high school that can aid in their college and career readiness.

Coffee with the Counselors



This year, the school counselors will be hosting Information Sessions for parents and guardians on relevant school and student issues. Past sessions have included Student Success Skills and Navigating Social Media. We welcome you to join us for our next Session – Staying Calm when Dealing with Difficult Adolescent Behaviors – taking place on *Monday, November 10th from 8:30am-9:00am*. Please **RSVP** that you will be attending by emailing either mewalla@carrollk12.org or rlhiner@carrollk12.org.

Character Education
New Windsor Middle will be highlighting three very specific character traits with our Character Education initiatives this year: Respect, Responsibility, and Resiliency. Teachers will continue to recognize students who exemplify the trait of Respect during the months of October and November.

Community Resources:

Holiday Help
HSP (Human Services Programs of Carroll County) will be hosting the Neighbors in Need program for its final year. For more information on how to adopt families, or how to apply for this program, use the following link: http://www.hspinc.org/neighborsinneed.php.

Food Pantries
Local Resources for food pantries and kitchens can be found through the following link: http://ccgovernment.carr.org/ccg/citserv/food-kitchen.pdf.
School-based resources (partnered with the Maryland Food Bank) are available at the following local schools. Please call the school for the food bank's hours of operation.
Runnymede Elementary – 410-751-3203
Francis Scott Key High – 410-751-3320

Continuing Reminders:

School Supply Needs
Any family in need of school supplies, feel free to stop by the school and pick up new or gently used binders, notebooks, etc. NWM has a limited amount of school supplies available in the School Counseling Office. Please contact Mrs. Wallach or Mrs. Hiner if you have any questions related to these supplies.

The Service Learning Graduation Requirement
The Service-Learning Graduation Requirement requires students to earn a minimum of 75 service-learning hours prior to graduation from high school. Students earn hours for service-learning activities within designated courses as outlined in the Carroll County Service-Learning Guidelines as well as by independently volunteering in the community.

Remember the following guidelines when choosing a volunteer opportunity:

- You may not be paid for your service.
- You may not earn service hours providing service to a for-profit business.(Nursing Homes are an exception)
- You may not earn service-learning hours for service in preparation for or during the worship service or religious education activities. Service such as helping with church dinners and mission work is acceptable.
- Fulfilling family obligations i.e. babysitting, grass cutting etc. is not acceptable.
- Service-Learning Reflection Forms must be completed and returned to the school within ONE YEAR from the time the service is completed.
- Service-Learning forms can be found by accessing the following website: http://www.carrollk12.org/Assets/file/ServiceLearning/Updated%2009-13%20Reflection%20Form.pdf

If you are not sure if an activity will count toward the Service-Learning Requirement please contact Mrs. Hiner, our school based coordinator, or the county coordinator at 410-751-3097.

CLUBS ETC.

Drama Club
We hope your child is enjoying their "Into the Woods" experience. Here are some important dates to remember:
November 5th- T Shirt and Shout Out orders are due. Have your child see Mrs. Macurak, if you need a new order form.
November 11th- Costume Parade (Students will need to bring in the costume they have put together for approval by the production team.) Please email Mrs. Macurak, if you are need of help with a costume.
November 18th- Company should be "off book" (All students should have their lines memorized.)

December 7th- Some of the Drama Club members will be participating in the New Windsor Heritage Committee's Holiday Homes Tour. Students will be reenacting what school was like in the early 1800s at the Springdale Schoolhouse on Springdale Rd. Tickets for the Holiday Homes Tour are available for purchase at New Windsor State Bank.

Archaeology Club

Mrs. Macurak and the New Windsor Heritage Committee are continuing to dig at the historic Dielman Inn (Boxwood Inn) on the corner of Main and High Streets in New Windsor. We are also continuing the dig at the Springhouse in New Windsor adjacent to the Atlee Bed and Breakfast. Students in grades 6-8 are welcome to take part in this activity. Students who attend will receive student service hours as well as a hands-on learning experience in archaeology.

Students who attend should come prepared to get dirty. We are currently working in mud and water at the Springhouse. We advise that you wear waterproof gloves. (Dishwashing gloves work well.) Students must also wear closed toe shoes.

If it is raining on a scheduled dig day, please call 410-259-0853 (one hour prior to the dig) to find out if we will still dig. Parents may be asked to stay and help chaperone, if there are more than ten students in attendance. (Parents will not be asked to participate in the dig.) We will dig on the following days, **if it isn't raining or there isn't a threat of inclement weather:**

Nov. 8th- 9 am-11:30 am, Dielman Inn
Nov. 22nd- 9 am-11:30 am, Dielman Inn
December 13th- 9am-11:30 am, Springhouse

Yearbooks

Yearbooks are now on sale. Students can get a Personalized Cover with their name in foil as well as many other cool features! There are different packages and A la Carte options. Yearbooks may be preordered online with a credit card at **ybpay.lifetouch.com**. Once you are on the site, you will use the following code to order a New Windsor Middle School yearbook: **1378715.** In addition, yearbooks may be purchased by check or money order made out to Lifetouch. No cash will be accepted. Students should have already received an order form. Please have your child see Mrs. Macurak, if he/she needs a new form.

MEDIA CENTER

Thanks to all of our students and families who supported the New Windsor Middle School Book Fair in October! This was our first time working with *A Likely Story Bookstore* in this capacity! It was a success! Thanks to Debbie Schneider, Dona Costlow, Sarah Paupore, and Heather Kuykendall for all of their help with the Fair!

There has been a change of venue for the *4th Annual Battle of the Books*. The event will be held here at New Windsor Middle School on Friday, April 17, 2015 from 6-8 p.m. Mark your calendars now and plan to attend this fantastic event! By the time you read this newsletter, the team registration window will have closed. As of now, New Windsor has ten teams competing in the *Battle*! We have already had our first Tiger Time meeting and the students are excited to begin reading! Most of the teams have received their set of books by now, so many of your students have already read several of the *Battle* titles! This is fantastic! I will be sending home *Battle of the Books* commitment forms very soon! Be looking for those, read and sign them, and get them back to me as soon as possible.

Just a reminder: NO AFTER SCHOOL BATTLE OF THE BOOKS PRACTICES WILL BE HELD THIS YEAR! If you have any questions, please don't hesitate to contact Mrs. Fuhrman at school via phone or email.

CIRRICULAR AREAS

Academic Development Reading – Mrs. Grant

During November, students will continue to work on one of the following: Wordly Wise 3000 (vocabulary) or Reading Plus (comprehension/vocabulary), both online programs. Both programs can be accessed at home if you have computer availability, but it is not necessary. This allows family the opportunity to view procedures; family may even work along with their child to reinforce the concepts. Additionally, for students doing the Wordly Wise vocabulary program, we will continue to work on our grammar books for subjects, predicates, and sentences.

GRADE 6

Students in science will be working with the concept of mixtures. Please help your student to remember to be prepared for class by bringing earbuds (NWM provided earbuds), science spiral and a pencil each day.

In Social Studies, we will be exploring the amazing civilization of Ancient Egypt. Some of our activities will include writing in hieroglyphics, traveling down the Nile to learn about the pharaohs, simulating the mummification process and creating a pop-up book about Ancient Egyptian daily life. A letter was sent home asking for donations towards our mummy-making project. Please let Mrs. Macurak know if you need another letter.

In ELA during November, classes will be focusing on informational writing, breaking it down piece by piece. We will be looking at how to choose information that is important versus information that is not needed. We will also be looking at theme in stories and summary writing.

Students will be working to add, subtract, multiply, and divide fractions to grasp a more complex understanding in Math. Academic students will also be developing skills using integers to compare, order, and plot points on a coordinate plane.
Outdoor School money and forms were due on October 29. If your child will be taking any medications while at Outdoor School, our nurse will need you to bring them in to her office no later than the Thursday before your child goes to camp. Please note that children can't bring in their own medications. If you have any questions regarding this issue, please call Mrs. Imhoff at 410-751-3355. Please contact Mrs. Macurak at this same number or via email at lamacur@carrollk12.org, if you have any questions regarding Outdoor School. We are hoping to have 100% participation!

GRADE 7

ELA

In seventh grade ELA classes, students are learning how to write analysis essays and how to quote and manipulated text to avoid plagiarism. Students will be researching and writing an argument essay on distracted driving.

GRADE 8

Mr. Coldsmith's Earth Science Class

Science classes are currently studying climate. They will take a close look at factors that affect temperature of a region by analyzing climate data of varying cities. Students will also draw their own conclusions on the

ongoing and very current climate debate by analyzing a centuries worth of data from north central Carroll County.

Mrs. Moran's Social Studies Class

In Social Studies, we will be continuing our study of the organization and basic principles of American government as defined in the U.S. Constitution. Students will complete an Edmodo project examining the rights of citizens as expressed in the Bill of Rights. We will then move on to study the early Federal Period focusing on the foreign and domestic policy decisions of the first Presidents of the United States and their impact on the growing nation. During this unit, students will complete a mock "Twitter" project, tweeting as the Founding Fathers. On November 17th, seven of our 8th graders will have the opportunity to experience local government "in action" by participating in the monthly New Windsor Town Council meeting.

Mrs. Eyler's Math Class

Students in Algebra are wrapping up Unit 1 with problem solving using equations and basic exponential equations. We will then start Unit 2 which includes: reviewing graphing linear functions, graphing exponential functions, and sequences.

Students in Academic and Advanced Academic Math have completed their review units on Integers and Fractions. We are currently studying exponents, radicals, and roots.

Students in Foundational Math are currently studying Fractions. We completed our review of basic word problems and Integers. These skills will be reinforced throughout the year.

Ms. Sears ELA and Spanish Classes

Spanish:
Students are continuing to describe others, give others' likes and dislikes, and discuss clothing; unit four will allow students to ask and tell ages, talk about birthdays, give dates, and express possession.
For grammar, students will be introduced to the irregular verb *tener*: *de* and possessive adjectives will be the gramática focus.

English:
Students will determine the theme or central idea of J.R.R. Tolkien's novel, The Hobbit, in order to analyze its development over the course of the text, including its relationship to the characters, setting, and plot. Students will also be asked to provide an objective summary of the text.

Grammar and Language Workbooks will be an intricate part of class; students will continue to work on identifying and explaining parts-of-speech.

Mrs. Buckingham's ELA Classes

Honors:
Honors students have finished reading *To Kill a Mockingbird* and are continuing to analyze the story for conflicts, dialogue, symbolism, and theme. Students will compose an argument essay about whether Mayella Ewell is a victim or a villain as part of their summative test. They will also compose a narrative that will give Mayella Ewell a happier life. Students are continuing daily vocabulary instruction in *Wordly Wise* Book 9. All eighth grade students will compose an argument essay for the Lions Club about the freedom of speech and press in the digital age.

Academic:
Students are reading "The Most Dangerous Game" to see how it fits with the themes from *The Call of the Wild*. All eighth grade students will compose an argument essay for the Lions Club about the freedom of speech and press in the digital age. Students will continue receiving direct vocabulary instruction using Book 8 of *Wordly Wise*.

RELATED ARTS

ART:
In Art Class, students are finishing up their Clay Projects. 6th grade created coral reef rocks, 7th grade built coil bowls, and 8th grade used the slab-building technique to create mugs. We are now beginning the Human Figure/Portrait Unit. 6th grade is learning about the proportions of a human with an oil pastel drawing figure drawing. 7th grade is having fun turning their self-portraits into Japanese Manga portraits. Finally, 8th grade is diving into realistic portraits using the grid-method.

GENERAL MUSIC NEWS:
7th and 8th grade *general music* are continuing their instrument learning part of the semester. The 7th is learning how to play the right hand of the piano while the 8th grade is learning how to read the staff with the guitar. 6th grade general music is on their way to playing bell sets and dulcimers, after we continue reviewing the rhythms and staff.

VOCAL MUSIC NEWS:
6th, 7th, and 8th grade *chorus* is expanding their musical knowledge of musical signs and symbols (repeat, dynamics, expression, etc.) that go into making the music sound good. Chorus is busy learning and fine tuning their pieces for their December 16th concert here at New Windsor Middle School. Please be advised that the attire for this event is black bottoms and white tops. If you have any questions don't hesitate to email me.

INSTRUMENTAL MUSIC NEWS:
Band students are preparing for their December concert (December 15th). Combined rehearsals during Tiger Time will soon be beginning. Please have students listen to the Morning News for updates to the combined rehearsals.
Orchestra students have also been busy working on their concert music (December 15th). We are busy working out the notes, rhythms, dynamics and tempos with in our pieces and between instrument groups. Combined rehearsals during Tiger Time will soon be beginning. Please have students listen to the Morning News for updates to the combined rehearsals.
Looking forward to continuing the year in a musical manner.

Mrs. Wolfe

PHYSICAL EDUCATION:
Boys PE will continue to go outside until Thanksgiving break. Please encourage your student to bring in old sweat pants and shirts, or anything to keep warm.
Girls PE are now starting the indoor activities, beginning with a fitness/yoga unit.

TECHNOLOGY EDUCATION:
The past month is Technology Education class has been full of building projects. The 8th graders have been focusing on systems that dispense. The 8th graders were challenged to build a candy dispenser out of recycled materials that could dispense a predetermined amount of candy at one time. This week they will be starting a new project called the sound device. The sound device will make three different sounds, one of which must be tunable. In the 7th grade we took a look at potential and kinetic energy stored in a rubber band to propel a car. Our rubber band powered cars were required to travel a distance of ten feet and weigh no more than 400 grams. The 7th graders were able to exceed my expectations and have set rubber band car school records with cars traveling up to 3o feet all from the power in a rubber band. Our next project will be the marble sashay. The marble sashay project challenge is to create a track for a marble to travel on from a starting point to a finishing point in exactly 5 seconds. We discuss things like distance versus displacement and friction. The 6th graders all had their first opportunity to work on the scroll saws to create a two sided puzzle out of wood or cardboard. They are now launching into our rocket project where they will be building two rockets and discussing rocket thrust, aerodynamics, lift, and drag.

Thank you,
Miss Woolley

FACS:
8th Grade: Is completing the finance unit with a Dream Vacation Activity. Students will then start on their community service project.

7th Grade: Will be finishing the Nutrition unit. Students will complete a fast food webquest where they will try to plan a healthy meal based on recommended daily intake and food groups.

6th Grade: Will be working on my plate and reading food labels. Students will also be completing one last food lab which will be

HEALTH ROOM

New MD immunization requirements as of 2014/2015:

Parents of 2014/2015 6th graders: Your child will be required to have the Tdap and Meningitis immunizations to enter into 7th grade for next year, 2015/2016. It is important that if you child has had these immunizations that you have proof from the doctor's office that they have been given. Please either bring this in, fax it or e-mail it to maimhof@carrollk12.org. If your child has a yearly check up with the doctor during this year, please remember to ask about updating these immunizations.

Influenza Facts:

Influenza is a viral infection of the lungs and airways that is also known as "the flu"
Anyone can get influenza. Influenza is spread from person to person through the air by coughing and sneezing. It is also spread by direct contact with infected people. Influenza can be a serious disease that causes severe complications such as pneumonia. It can also make heart disease or chronic lung disease worse.
Symptoms of influenza might be confused with the common cold.
Influenza and the common cold both have symptoms that affect the throat and the nose, but influenza are usually more severe than cold symptoms. These symptoms include a stuffy or runny nose. Other symptoms of influenza affect the whole body, such as headaches, body aches, fever, and chills. Symptoms of influenza usually start 1 to 3 days after coming into contact with an individual who is ill with influenza. Most persons feel better after several days but cough and tiredness may last two weeks or more. Stomach cramps and diarrhea are not typical symptoms of influenza.

There are ways to treat influenza
For the quickest recovery from influenza, get plenty of rest; drink fluids like juice, water, or hot tea. **Never give aspirin to children or teenagers who have flu-like symptoms and particularly fever-without first speaking with your doctor. Do not give medication including –over –the –counter remedies to a child without first consulting with your pediatrician.**

In children, some emergency warning signs the need urgent medical attention include.
- High or prolonged fever
- Fast breathing or trouble breathing
- Bluish skin color
- Not drinking enough fluids
- Change in mental status, such as not waking up, or seizures
- Flu-like symptoms improve but then return with fever and worse cough

Seek medical care immediately, either by calling your doctor or going to an emergency room, if your child is experiencing any of the signs listed above.

Yearly vaccination is the most important way to prevent influenza

The best time to get the influenza vaccine is between October and mid-November. It takes about 2 weeks after the vaccination to develop protection against the influenza virus.

There are steps you can take to prevent spreading influenza to others:

Wash hands often, especially after coughing, sneezing, and wiping or blowing the nose.
Cover mouth when coughing or sneezing.
Use paper tissues when wiping or blowing the nose, throw tissues away after each use.
Stay away from crowded living and sleeping spaces, if possible.
Stay home and avoid contact with other people to protect them from catching your illness.

Questions about influenza may be directed to your child's personal doctor or the Maryland Department of Health & Mental Hygiene.

Parents: If your child has received any vaccinations such as a tetanus booster or meningitis, please send MD verification of them to the nurse. This way your child's school records can be kept up to date.

Directions For Home Access Center:

1. **Go to the Carroll County Public Schools website at www.carrollk12.org**

2. **Click on the 'Home Access Center' link.**

3. **A new page will open; click the 'Request Password' link.**

4. **Enter the email address you provided on your student's emergency card (it will be the email account where you received this AlertNow message). You will receive an email to that account with a link to a web page. If the email message does not appear within several minutes, check your junk mail folder and make sure it wasn't delivered there. It will come from donotreply@carrollk12.org.**

5. **Click the link from the email message and follow the instructions on-screen. You will be prompted to answer 3 questions about one of your students. Once you have answered the questions correctly, your password will appear on-screen. Click the link on that page to be taken to the Home Access Center login screen.**

6. **Login using your email address and the password that was displayed on-screen. After logging in, be sure to click 'Profile' in the top right-hand corner and identify a new password for your account.**

Please make sure you review the User Manual located here: https://mystudent.carrollk12.org/HomeAccess/HomeAccessFAQs.pdf. It contains important information and FAQs regarding getting connected and navigating Home Access Center.

BACK TO SCHOOL INFORMATION

ARRIVAL TIME:
The school day begins at 8:20 a.m. and ends at 3:00 p.m. **Students need to be in their homerooms by 8:20 a.m**. for morning announcements. Parents who transport students to and from school are asked to use the north side of the school (facing Union Bridge). Students are permitted to enter the building at 7:55 a.m. Students who arrive to homeroom after 8:20 a.m. are tardy to school.

ATTENDANCE:
Parents are reminded to call the school **by 9:00 a.m**. any day your child is absent. Before 7:30 a.m. call 410-751-3355 and leave a message. A Connect 5 phone call will be made to parents who have not notified the school of an absence. State law requires documentation of a student's absence. You can send a note stating your child's full name, date(s) of absence and reason. A phone call or an email will also serve as documentation. If documentation is not received within 3 days of the absence, the absence will be coded as unexcused.

EARLY DISMISSAL:
Parents must send a written note requesting early dismissal. These notes must be brought to the main office **before 8:20 a.m. In case of an emergency,** parents may call the school to make an early dismissal request. Students will **NOT** be excused to leave the school with anyone except the parent/legal guardian. Students needing to leave school with anyone else ***must have written permission from the parent/legal guardian***. For safety reasons, authorized person(s) will be required to show proper identification when picking up a student.

HOMEWORK REQUESTS:
Students are responsible for getting any missed assignments either from a classmate, or from their teachers upon return to school. If your child is absent from school for three or more days, you may make arrangements for homework by contacting the main office. **No homework requests will be accepted until a student is absent for 3 days.** Requests must be made before 9:00 a.m. and may be picked up between 3:00 – 3:30 p.m.

VACATIONS:
Requests for extended absences due to family vacations **must be made in writing to administration two weeks in advance for approval**. Homework will be collected during the absence period and provided to the student upon return to school after the vacation. Students will receive one day for each day of absence to make-up and return his/her school work. Work will not be provided in advance.

EMERGENCY CARDS:
Students will receive emergency cards on the first day of school. Please review the information that is pre-printed on the card and make any corrections. Be sure to include your child's grade, homeroom teacher, locker and bus number. Complete and accurate information is necessary in the event we need to contact you for any medical emergency. Please provide the name of your family physician and dentist. We ask that you prioritize emergency contacts using the numbers 1, 2, or 3, etc. Parents must indicate the names of people you may permit to pick up your child in case of an emergency during the school day. **PLEASE BE SURE TO SIGN THE CARD AND RETURN IT TO SCHOOL WITH YOUR CHILD THE NEXT SCHOOL DAY. All incomplete cards will be returned home to be completed and signed.**

ADDRESS & PHONE NUMBER CHANGES:
Please keep the school informed in writing any time there is a change in a home, cell, work phone number, or email address. This up-to-date information is critical in case of an emergency. If you move during the school year, please notify the school in writing and provide proof of residence. The school counselor's office can assist you with the required documentation.

LEGAL CUSTODY OF CHILDREN:
It is extremely important to keep the school informed of any custody agreements concerning your child. An official court order or court document is required to establish guidelines for custody and/or restrictions. Please contact Mr. Brilhart immediately if there is a change in the custody situation of your child.

CONNECT 5
The Carroll County Public School System is using the Connect 5 communication service to provide parents with information from their child's school and the school system. You do not have to sign up for the new system. All information is taken from emergency procedure cards.

STUDENT HANDBOOKS
Students may receive a Carroll County Public Schools Student Handbook (based on age). All county policies are covered in this handbook. Please take time to review this information with your child. Students are expected to follow all CCPS policies and procedures. CCPS Student Handbook information may be found on the CCPS website, www.carrollk12.org.

STUDENT AGENDA BOOKS
Students will be provided a New Windsor Middle Student Agenda. The agenda book is used for recording daily homework assignments.

PERSONAL ELECTRONIC DEVICES
Students are permitted to bring and use personal portable electronic devices during the school day. This includes, but is not limited to: cell phones, iPods, MP3's, DS's, Kindles, laptops, etc. Students will be expected to follow staff direction for appropriate throughout the day.

UNIVERSAL SIGN-OFF
Parents will be required to sign the CCPS Universal Sign-Off document to provide the school with the parent's decision regarding critical information about their student. This includes Directory Information, various surveys, media coverage, student produced work, and the Portable Electronic Device policy.

LUNCH INFORMATION
Parents are welcome to periodically visit with their own student at the designated lunch time. Parents must follow all NWM and CCPS security procedures for entrance and admittance. Parents may only bring lunch for their own child. We recommend bringing a home-made lunch or purchasing a school lunch as many "fast-food" restaurants use peanut products in the preparation of food items.

All students must use their provided PIN number when making purchases in the lunch line(s). A variety of lunch options are available each day for students. Milk, juice, snacks and ice cream are also sold on a daily basis. Parents are encouraged to pre-pay the cost of student lunches. Checks should be made payable to New Windsor Middle School. Carroll County Public Schools also offers two different meal plans, an Annual Payment Meal Plan and an Installment Payment Plan. Forms for these two plans can be picked up in the main office. There is also a POS (point of service) that is web-based; parents may add funds at any time through this application. The standard lunch charge for the 2014-15 school year is $2.75.

LUNCH CHARGES
At times, middle school students forget to bring their lunch or lunch money. When this happens, students are encouraged to borrow from the cafeteria. Students who need to charge may not buy additional menu items.

FREE AND REDUCED MEAL PROGRAM
Applications for free and reduced meals are accepted at any time throughout the year.

VISITORS & VOLUNTEERS

VISITORS/VOLUNTEERS:
We welcome visitors to our school. Please remember that all visitors/volunteers are required to show photo ID before entering the building. **Visitors/volunteers must provide the reason for visiting and upon approval sign in at the Main Office and wear a visitor badge at all times.** Visitors/volunteers must sign out in the office before leaving.

Volunteering is an excellent way for parents and family, community members, and business partners to build and strengthen ties with the Carroll County Public School System. Volunteers offer their time, effort, and/or talents to benefit all students in the school system.

CCPS Volunteer Program Guidelines outline consistent standards for volunteers. **Level I Volunteers** (guest readers, concession stand operators, business representatives, event ticket collectors, guest speakers, etc.) **must annually register at a school site before volunteering**. **Level II Volunteers** (classroom helpers, tutors, chaperones, mentors, etc.) **are required to attend an annual training session at least seven (7) school days prior to volunteering**.

2014-2015 VOLUNTEER INTEREST SURVEY

Thank you for taking the time to complete this form and help us understand how you would like to volunteer at our school. You are welcome to write-in other things you would like to do to help-out. Please return the completed survey to the office

LAST & FIRST NAME			
HOME PHONE	WORK PHONE	CELL PHONE	EMAIL
STUDENT LAST & FIRST NAME		HOMEROOM	GRADE
STUDENT LAST & FIRST NAME		HOMEROOM	GRADE

If you have specific preferences, please circle:	M	T	W	Th	F	AM	PM

AT SCHOOL VOLUNTEER OPPORTUNITIES:	
	Work Room/Production Room (copying, etc.) and/or general office work
	Media Center (shelving books, book fair)
	Field Trip Chaperone
	Honor Roll Receptions (Thurs, Fri AM, a week or so after report cards are distributed)
	School Dances: Chaperone or Refreshments (after school _____/evening _____)
	8th Grade Activities (Picnic, Dance, etc.)
	Coordinate Teacher Appreciation Luncheon (Spring) and oversee day of event

AT HOME VOLUNTEER OPPORTUNITIES:	
	Typing
	Preparing materials as requested by teachers
	Baking, preparing covered dishes
	Making phone calls to coordinate volunteers

SPECIAL EVENTS:	
	Music or drama (costumes, scenery, refreshments, etc.)
	Fundraisers
	Count Fundraiser Proceeds

Thank you for volunteering to help at New Windsor Middle School. We will do our best to contact you to volunteer in the areas you have identified.
Please remember all on-site (this includes school dances and field trip chaperones) volunteers are required to attend annual volunteer training at lease 7 days prior to volunteering.